



Georgia Department of Revenue

Job Announcement: 74-13

Division Name: ATD/COAM

Position Information Summary

Job Code:	17546/17013	Job Name:	PS: Compliance Investigator (EL/WL)
Position Number:	11 Positions (TBD)	Expected Hiring Salary:	EL: \$29,000 or \$32,000 w/Post WL: \$32,000 or \$36,000 w/Post
Division:	ATD	Location:	Law Enforcement
Opening Date:	5/6/2013	Closing Date:	5/13/2013

Position Duties:

These positions are funded by a Memorandum of Understanding with the Georgia Lottery.

Conducts investigations to obtain evidence of reported fraud, abuse, or violation of rules, regulations, or statutes, or locate missing persons. Enforces coin operated amusement machine (COAM), alcohol and tobacco laws and regulations, and related work. Obtains and executes arrest and search warrants and make investigations for distilled spirits licenses pursuant to laws and rules.

These positions are being filled at entry level and/or working level. Incumbents at entry level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

These positions are being filled for multiple vacancies in the following counties: District 1: DeKalb (**requisition: 474-17546an**)
District 2: Douglas, Floyd and Muscogee (**requisition: 474-17546ao**)
District 3: Dougherty and Bibb (**requisition: 474-17546ap**)
District 4: Coffee and Chatham (**requisition: 474-17546aq**)
District 5: Clarke, Columbia and Hall (**requisition: 474-17546ar**)

Applicants must live within 35 miles of the county line of the assigned regional office or be willing to relocate within 90 days of appointment.

Interview Location: Forsyth, Georgia May 22, 23 and 24

Applicants selected for an interview will be notified between May 16 and May 20

Note: This is a contract funded position. If, and when the contract is terminated, the position will be terminated.

Position status: Unclassified

Entry Qualifications:

Entry Level:

Completion of two years of coursework (90 quarter hrs or 60 semester hours) at a college or university OR One year of directly related experience (conducting criminal investigations or law enforcement)

Working Level:

Completion of two years of coursework (90 quarter hrs or 60 semester hours) at a college or university AND One year of directly related experience (conducting criminal investigations or law enforcement) OR Two years of directly related experience (conducting criminal investigations or law enforcement) OR Bachelors degree in a related field (Criminal Justice or closely related field)

Note: Some positions may require a valid driver's license

Note: Some positions may require POST certification or eligibility

In addition to meeting the entry qualifications, priority consideration will be given to applicants with POST certification, and/or one or more years of law enforcement or criminal investigation experience.

In addition to meeting the Entry Qualifications listed here, applicants must also take and pass the Revenue Employee Test unless they hold a Bachelor's Degree or a Gold or Platinum Work Ready Certification. The Office of Human Resources will contact candidates during the selection process to arrange testing if necessary. More information on Work Ready Certification is available at <http://gaworkready.org/>.

NECESSARY LEGAL REQUIREMENTS: Incumbents in this job are by law considered to be Peace Officers and therefore, must meet the standards for this job prescribed by the Georgia Peace Officers Standards and Training Council (POST).

Candidates selected must undergo physical and psychological evaluation and are subject to a polygraph test. Must have minimum vision of 20/60 corrected to 20/40 in each eye. Candidates selected must reside within 35 miles of the county line of their assigned Regional Office or be willing to relocate to meet this requirement within 90 days following appointment. Ability to meet the terms and condition of employment with the Alcohol and Tobacco Division. Selected candidates are also

subject to a mandatory pre-employment drug screening. Under the provisions of State Personnel Board Rule 9, these positions are subject to random drug screenings for continued employment.

Qualifications:

Essential

- * Customer Service
- * Judgment and Decision Making
- * Teamwork and Cooperation
- * Results Orientation
- * Ability to meet the terms and conditions of employment with the Alcohol & Tobacco Division
- * Ability to maintain confidentiality
- * Accountability
- * Good communication skills
- * Ability to use all job-related computer applications

Preferred

- * Knowledge of Georgia laws and regulations related to alcohol, tobacco, coin-operated amusement machines
- * Experience as an Underage Compliance Investigator
- * One year of experience conducting criminal investigations
- * Bachelor's Degree in Criminal Justice or closely related field

How to Apply:

This announcement is open to the **Public**

Applicants must apply www.careers.ga.gov (multiple requisitions referenced in position duties)

Applications will not be accepted after the closing date.

All selected applicants for Department of Revenue positions may be subject to a State of Georgia tax records check and a criminal background investigation before final approval to begin work. Additional background processes may be in place for some positions, such as law enforcement. In addition, the highest level of education indicated on the State of Georgia

Application for Employment and any specific coursework required for the position will be verified. For more information on employment and benefits with the Georgia Department of Revenue, visit our website at <http://www.etax.dor.ga.gov>. Due to the large volume of applications received by this office, only applicants selected for interview will be notified for final applicant selection.

If you need an accommodation due to disability for any part of the employment process, please contact Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).